

## MINUTES OF MEETING

Board of Supervisors

Reedy Creek Improvement District

*December 12, 2018*

9:30 a.m.

President Hames called the regular meeting of the Reedy Creek Improvement District Board of Supervisors to order at 9:30 a.m. on Wednesday, December 12, 2018 at the Administrative Offices of the District, 1900 Hotel Plaza Boulevard, Lake Buena Vista, Florida.

Those present were Larry Hames, Donald Greer, Jane Adams, Max Brito and Wayne Schoolfield, constituting a quorum of the Board of Supervisors. Others in attendance included; John Classe, District Administrator; Ann Blakeslee, Deputy District Administrator; Wanda Siskron, District Clerk, Tina Williams, Assistant District Clerk, and Erin O'Donnell, Administration; Bruce Jones, Craig Sandt, and Eddie Fernandez, Contract & Risk Management; Chris Quinn, Susan Higginbotham, Lexy Wollstadt, and Heidi Powell, Finance; Jason Middleton, Human Resources; Ron Zupa, Technology Services; Mike Crikis, Environmental Sciences; Kate Kolbo, Planning & Engineering; Chief Richard LePere, Deputy Chief Tanya Naylor-Molea and Deputy Chief Eric Ferrari, RCFD; Todd Wiederkehr, Property Management; Chris Ferraro, Jason Herrick and Mark Swanson, RCES; John McGowan and Melissa Corey, WDP&R.

President Hames asked the attendees to please stand for the Pledge of Allegiance.

### **SAFETY MINUTE**

Mr. Eddie Fernandez presented the safety instructions for the Administration Building. Mr. Fernandez identified the locations of the emergency exits and the location of the AEDs in case of an emergency. Mr. Fernandez advised that a first-aid kit is located at the Security Guard's desk right outside the Boardroom. Mr. Fernandez advised that in the event of a fire, there are two exits on the first floor and emergency personnel wearing safety vests will escort everyone to the nearest exit.

### **APPROVAL OF MINUTES**

Minutes from the November 14<sup>th</sup> BOS Meeting were approved as presented.

The District Clerk recorded proof of publication of the meeting notice. **(EXHIBIT K)**

## **REPORTS**

A departmental report was presented by the District Administrator and Deputy District Administrator. (**EXHIBIT L**)

Mr. Classe presented a couple of slides with photos from the Clinician Awareness Course hosted by the Reedy Creek Fire Department that he attended on December 11<sup>th</sup>. Mr. Classe advised that various agencies throughout Central Florida attended the course to witness and learn about fire teams and what happens with a significant accident.

Mr. Classe advised that for the 10<sup>th</sup> consecutive year, the EMS inspection rating for the RCFD is once again an A+, which is the highest rating. Mr. Classe thanked Deputy Chief Stan Paynter and his team for the hard work in achieving this rating year after year.

Mr. Classe reminded the BOS that there will be no tour after today's meeting and is looking forward to seeing them at the BOS holiday party this evening.

Ms. Blakeslee advised that a holiday luncheon was held for the entire District at FS4 on December 6<sup>th</sup>. Everyone got to attend for the full two hours. Ms. Blakeslee showed slides of photos taken at this event. There were carolers, arts and crafts and lots of good food. Everyone had a great time.

Ms. Blakeslee introduced Mr. Chris Quinn, who joined the District on December 3<sup>rd</sup>, as Finance Manager. Mr. Quinn comes from the City of Gainesville and also worked at Palm Coast for a number of years. Ms. Blakeslee advised that Mr. Quinn brings a lot of knowledge with him and it is great to have him as a member of the RCID team.

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## **CONSENT AGENDA**

President Hames proceeded to the Consent Agenda and advised that the Consent Agenda exists of general administrative items and items under a specific cost threshold. Any item could be pulled from the Consent Agenda for further discussion, if requested. Consent Agenda items are shown below:

### **Item 6A – Western Way Extension and Floridian Place Extension – Professional Services Agreement**

CONSIDERATION of Request for Board approval to enter into an Agreement for Professional Services with **Jordan Brothers Construction, LLC**, in the total Not-To-Exceed amount of **\$4,002.61**, for procurement services of the Area Development improvements for the Western Way Extension and Floridian Place Extension projects. The total amount includes **\$3,812.01** in fees and **\$190.60** of reimbursables, which will be divided equally between the Western Way Extension and Floridian Place Extension project budgets. Funding for this request is included in the approved project budget and is derived from the RCID 2016-2020 Transportation Projects Ad Valorem Bonds.

**Item 6B – Revised RCID Policies**

CONSIDERATION of Request for Board approval of the following revised policies, subject to posting requirements of the IAFF Collective Bargaining Agreement. **(EXHIBIT A)**

- Conflict Resolution (Replaces Employee Complaints)
- Ethics – Conflict of Interest (Replaces Ethics)

President Hames asked if anyone had a reason to bring up any items on the Consent Agenda for further discussion. No items were pulled from the Consent Agenda for review. Upon motion by Mr. Brito and duly seconded, the Board unanimously approved the Consent Agenda.

**REGULAR AGENDA**

**Item 7A – Project Palmetto Electric Service – Preliminary Budget**

Mr. Jason Herrick requested Board approval to establish a preliminary budget of **\$641,000.00** for the Project Palmetto Electric Service project. Funding for this request is derived from the RCID Series 2015-1 Utility Revenue Bonds and the RCID Series 2018-1 Utility Revenue Bonds (Non-Taxable). In addition, this project will receive customer Cost-in-Aid-of-Construction (CIAC) funds. Mr. Herrick advised the BOS that they had not seen this project before. This work is for a back of house facility near the ESPN Sports Complex. Mr. Herrick advised that the next three requests are related to this project and will be for construction services, Owner-Furnished Materials and soft costs. Project includes installation of one new transformer, removal of one transformer and installation of an additional 5,000 feet of cable. President Hames asked if there were any public comments on this request and there were none. Upon motion by Mr. Greer and duly seconded, the Board unanimously approved the request. **(EXHIBIT B)**

**Item 7B – Project Palmetto Electric Service – Construction Services**

Mr. Herrick requested Board approval to award a contract to **Maddox, Inc.**, in the amount of **\$316,387.00** for construction of new electric service to Project Palmetto. Staff also requires Board authorization for the District Administrator or Deputy District Administrator to execute change orders up to an aggregate amount of **10%** of the above amount. Funding for this request is derived from the RCID Series 2015-1 Utility Revenue Bonds and the RCID Series 2018-1 Utility Revenue Bonds (Non-Taxable). In addition, this project will receive customer CIAC funds. Mr. Herrick advised that Maddox, Inc. was the lowest and only bidder of the three bids requested. President Hames asked if there were any public comments on this request and there were none. Upon motion by Mr. Brito and duly seconded, the Board unanimously approved the request.

**Item 7C – Project Palmetto Electric Service – Owner-Furnished Materials (OFM)**

Mr. Herrick requested Board approval of Owner-Furnished Materials (OFM) in the amount of **\$225,000.00** for the Project Palmetto Electric Service project. Funding for this request is derived from the RCID Series 2015-1 Utility Revenue Bonds and the RCID Series 2018-1 Utility Revenue Bonds (Non-Taxable). In addition, this project will receive CIAC funds. Mr. Herrick advised that

this request includes one transformer, rubber goods and 5,000 feet of cable. President Hames asked if there were any public comments on this request and there were none. Upon motion by Mr. Schoolfield and duly seconded, the Board unanimously approved the request.

**Item 7D – Project Palmetto Electric Service – RCES Softs**

Mr. Herrick requested Board approval of an amount Not-To-Exceed **\$64,000.00** for RCES engineering and construction support including survey, submittal review and project inspection costs for the Project Palmetto Electric Service project. Funding for this request is derived from the RCID Series 2015-1 Utility Revenue Bonds and the RCID Series 2018-1 Utility Revenue Bonds (Non-Taxable). In addition, this project will receive CIAC funds. President Hames asked if there were any public comments on this request and there were none. Upon motion by Ms. Adams and duly seconded, the Board unanimously approved the request.

**Item 7E – Project C2 Natural Gas Service – Preliminary Budget**

Mr. Herrick requested Board approval to establish a preliminary budget of **\$434,500.00** for the Project C2 Natural Gas Service project. Funding for this request is derived from the RCID Series 2015-1 Utility Revenue Bonds and the RCID Series 2018-1 Utility Revenue Bonds (Non-Taxable). In addition, this project will receive CIAC funds. Mr. Herrick advised that the BOS has not seen this project before. This project is the Swan & Dolphin Hotel expansion and includes three requests covering 1,000 feet of 2-1/2 and 3-inch gas pipe and one regulator set. President Hames asked if there were any public comments on this request and there were none. Upon motion by Mr. Greer and duly seconded, the Board unanimously approved the request. **(EXHIBIT C)**

**Item 7F – Project C2 Natural Gas Service – Owner-Furnished Materials (OFM)**

Mr. Herrick requested Board approval of Owner-Furnished Materials (OFM) in the amount of **\$12,000.00** for the Project C2 Natural Gas Service project. Funding for this request is derived from the RCID Series 2015-1 Utility Revenue Bonds and the RCID Series 2018-1 Utility Revenue Bonds (Non-Taxable). In addition, this project will receive CIAC funds. Mr. Herrick advised that this request does not include the piping, only the regulator set. President Hames asked if there were any public comments on this request and there were none. Upon motion by Mr. Brito and duly seconded, the Board unanimously approved the request.

**Item 7G – Project C2 Natural Gas Service – RCES Soft Costs**

Mr. Herrick requested Board approval of an amount Not-To-Exceed **\$65,000.00** for RCES engineering and construction support including survey, submittal review and project inspection costs for the Project C2 Natural Gas Service project. Funding for this request is derived from the RCID Series 2015-1 Utility Revenue Bonds and the RCID Series 2018-1 Utility Revenue Bonds (Non-Taxable). In addition, this project will receive CIAC funds. Mr. Herrick advised that this request is for internal design fees. This project should open in late 2020 or early 2021. Work will be performed in conjunction with project team due to tight project site and such a busy area to work in. President Hames asked if there were any public comments on this request and there were none. Upon motion by Ms. Adams and duly seconded, the Board unanimously approved the request.

**Item 7H – Project 89 Electric Service – Preliminary Budget**

Mr. Herrick requested Board approval to establish a preliminary budget of **\$3,550,000.00** for the Project 89 Electric Service project. Funding for this request is derived from the RCID Series 2015-1 Utility Revenue Bonds and the RCID Series 2018-1 Utility Revenue Bonds (Non-Taxable). In addition, this project will receive CIAC funds. Mr. Herrick advised that this project is to cover six new transformers; two new switches; and 12,000 feet of cable. President Hames asked if there were any public comments on this request and there were none. Upon motion by Mr. Greer and duly seconded, the Board unanimously approved the request. **(EXHIBIT D)**

**Item 7I – Project 89 Electric Service – Professional Design Fees**

Mr. Herrick requested Board approval to execute a Work Authorization under Master Services Agreement #M000063 to **Fred Wilson & Associates, Inc.**, in the total amount of **\$71,302.00**, comprised of **\$69,028.00** in professional design fees and **\$2,274.00** in reimbursable expenses for design, bidding and construction phase services associated with the early works package for the Project 89 Electric Service project. Funding for this request is derived from the RCID Series 2015-1 Utility Revenue Bonds and the RCID Series 2018-1 Utility Revenue Bonds (Non-Taxable). In addition, this project will receive CIAC funds. Mr. Herrick advised that this request covers relocation of an existing electrical duct bank, but 100% of the costs will be reimbursed by Walt Disney Imagineering. President Hames asked if there were any public comments on this request and there were none. Upon motion by Mr. Brito and duly seconded, the Board unanimously approved the request.

**Item 7J – Project 89 Electric Service – Professional Design Fees**

Mr. Herrick requested Board approval to execute a Work Authorization under Master Services Agreement #M000063 to **Fred Wilson & Associates, Inc.**, in the total amount of **\$109,130.00**, comprised of **\$105,856.00** in professional design fees and **\$3,274.00** in reimbursable expenses for design, bidding and construction phase services associated with provision of permanent utility service for the Project 89 Electric Service project. Funding for this request is derived from the RCID Series 2015-1 Utility Revenue Bonds and the RCID Series 2018-1 Utility Revenue Bonds (Non-Taxable). In addition, this project will receive CIAC funds. Mr. Herrick advised that this request is for new service related to this project. President Hames asked if there were any public comments on this request and there were none. Upon motion by Mr. Brito and duly seconded, the Board unanimously approved the request.

**Item 7K – Project 89 Electric Service – Owner-Furnished Materials (OFM)**

Mr. Herrick requested Board approval of Owner-Furnished Materials (OFM) in the amount of **\$750,000.00** for the Project 89 Electric Service project. Funding for this request is derived from the RCID Series 2015-1 Utility Revenue Bonds and the RCID Series 2018-1 Utility Revenue Bonds (Non-Taxable). In addition, this project will receive CIAC funds. In addition, this project will receive CIAC funds. Mr. Herrick advised that this request will cover transformers, switches and cable for this project. President Hames asked if there were any public comments on this request and there were none. Upon motion by Ms. Adams and duly seconded, the Board unanimously approved the request.

**Item 7L – Project 89 Electric Service – RCES Soft Costs**

Mr. Herrick requested Board approval of an amount Not-To-Exceed **\$400,000.00** for RCES engineering and construction support including survey, submittal review and project inspection costs for the Project 89 Electric Service project. Funding for this request is derived from the RCID Series 2015-1 Utility Revenue Bonds and the RCID Series 2018-1 Utility Revenue Bonds (Non-Taxable). In addition, this project will receive CIAC funds. President Hames asked if there were any public comments on this request and there were none. Upon motion by Mr. Brito and duly seconded, the Board unanimously approved the request.

**Item 7M – Project 89 Natural Gas Service – Preliminary Budget**

Mr. Herrick requested Board approval to establish a preliminary budget of **\$2,930,000.00** for the Project 89 Natural Gas Service project. Funding for this request is derived from the RCID Series 2015-1 Utility Revenue Bonds and the RCID Series 2018-1 Utility Revenue Bonds (Non-Taxable). In addition, this project will receive CIAC funds. Mr. Herrick advised that this request will cover 6,400 feet of 3-4 inch steel pipe and five regulator sets. Mr. Herrick advised that design fees will be done in-house. President Hames asked if there were any public comments on this request and there were none. Upon motion by Mr. Schoolfield and duly seconded, the Board unanimously approved the request. **(EXHIBIT E)**

**Item 7N – Project 89 Natural Gas Service – Owner-Furnished Materials (OFM)**

Mr. Herrick requested Board approval of Owner-Furnished Materials (OFM) in the amount of **\$200,000.00** for the Project 89 Natural Gas Service project. Funding for this request is derived from the RCID Series 2015-1 Utility Revenue Bonds and the RCID Series 2018-1 Utility Revenue Bonds (Non-Taxable). In addition, this project will receive CIAC funds. Mr. Herrick advised that this request will cover five regulator sets. President Hames asked if there were any public comments on this request and there were none. Upon motion by Mr. Brito and duly seconded, the Board unanimously approved the request.

**Item 7O – Project 89 Natural Gas Service – RCES Soft Costs**

Mr. Herrick requested Board approval of an amount Not-To-Exceed **\$420,000.00** for RCES engineering and construction support including survey, submittal review and project inspection costs for the Project 89 Natural Gas Service project. Funding for this request is derived from the RCID Series 2015-1 Utility Revenue Bonds and the RCID Series 2018-1 Utility Revenue Bonds (Non-Taxable). In addition, this project will receive CIAC funds. Mr. Herrick advised that these costs relate to design work. President Hames asked if there were any public comments on this request and there were none. Upon motion by Mr. Schoolfield and duly seconded, the Board unanimously approved the request.

**Item 7P – Disney Skyliner Electric Service – Revision of Preliminary Budget**

Mr. Herrick requested Board approval to revise the preliminary budget for the Disney Skyliner Electric Service project from **\$3,825,000.00** to **\$3,975,000.00**. Funding for this request is derived from the RCID Series 2015-1 Utility Revenue Bonds and the RCID Series 2018-1 Utility Revenue Bonds (Non-Taxable). In addition, this project will receive CIAC funds. Mr. Herrick advised that

this request is related to the Gondola project which has been very challenging and more time was spent on the project by RCES than anticipated. President Hames asked if there were any public comments on this request and there were none. Upon motion by Mr. Brito and duly seconded, the Board unanimously approved the request. **(EXHIBIT F)**

**Item 7Q – Disney Skyliner Electric Service – RCES Soft Costs**

Mr. Herrick requested Board approval of an amount Not-To-Exceed **\$150,000.00** for RCES engineering and construction support including design review, survey, submittal review and project inspection costs for the Disney Skyliner Electric Service project. Funding for this request is derived from the RCID Series 2015-1 Utility Revenue Bonds and the RCID Series 2018-1 Utility Revenue Bonds (Non-Taxable). In addition, this project will receive CIAC funds. Mr. Herrick advised that this request is for RCES soft costs. President Hames asked if there were any public comments on this request and there were none. Upon motion by Mr. Schoolfield and duly seconded, the Board unanimously approved the request.

**Item 7R – Project H Electric Service – Professional Design Fees**

Mr. Herrick requested Board approval to execute a Work Authorization under Master Services Agreement #M000098 to **Leidos Engineering LLC**, in the total amount of **\$74,860.00** comprised of **\$74,140.00** in professional design fees and **\$720.00** in reimbursable expenses for design, bidding and construction phase services associated with the Project H – Electric Service project. Funding for this request is derived from the RCID Series 2015-1 Utility Revenue Bonds and the RCID Series 2018-1 Utility Revenue Bonds (Non-Taxable). In addition, this project will receive CIAC funds. Mr. Herrick advised that this request is for professional design fees related to this project. President Hames asked if there were any public comments on this request and there were none. Upon motion by Ms. Adams and duly seconded, the Board unanimously approved the request.

**Item 7S – 2015-2020 Transportation Projects OCIP – Professional Services Agreement**

Mr. Jones requested Board approval to amend the Agreement between RCID and **Colonial Risk Management, Inc.**, and to add the amount of **\$79,600.00** to the Reimbursable Expenses under the agreement for additional job site safety observation and drug testing as required under the Owner Controlled Insurance Program (OCIP). Of the total amount, **\$54,600.00** constitutes additional Fee and **\$25,000.00** constitutes additional Reimbursable Expenses. The amount of this request will be reimbursed to RCID by AON Risk Insurance Services West, Inc. Funding for this request is included in the approved project budget and is derived from the RCID 2016-2020 Transportation Projects Ad Valorem Bonds. Mr. Jones advised that this request is for on-site safety observations. This request is to offset costs for drug testing as there has been a lot of turnover on the work sites. Mr. Jones advised that anyone who works on property is drug-tested before they can perform any construction services. Mr. Jones advised that when the original project was started, costs for this service were running \$3,000.00 per month. These costs are now at \$6,000.00 per month. Mr. Jones advised that AON will cover these fees by issuing a credit against RCID's brokerage fee. President Hames asked if there were any public comments on this request and there were none. Upon motion by Mr. Greer and duly seconded, the Board unanimously approved the request.

**Item 7T – World Drive Extension Phase II Project – Preliminary Budget**

Mr. Classe requested Board approval of a proposed preliminary budget for the World Drive North Phase II Extension Capital Improvement Project in the total amount of **\$65,400,000.00**. The project involves the construction of approximately 3.2 miles of roadways and ramps; two vehicular bridges, each approximately 450 feet in length; MSE retaining walls; the relocation of various underground utility conveyance systems, including potable and reclaimed water, wastewater, electrical power, optical fiber facilities and natural gas piping; the creation of a regional stormwater pond, associated structures and underground stormwater conveyance systems; roadway lighting; directional and regulatory signing; pavement marking; and landscaping and landscape irrigation systems. Funding for this request is derived from the RCID 2016-2020 Transportation Projects Ad Valorem Bonds. Mr. Classe advised that this project has been presented at previous BOS meetings. The BOS authorized preliminary engineering design services to prepare 10% Line and Grade drawings. These plans were used to prepare a preliminary estimate of the construction costs. Several meetings were held with RCES to review and determine the scope of work for utility relocations. Based on these efforts, the proposed preliminary budget was developed. Funding for the project will be provided via savings in current portfolio: savings in the Epcot Center Drive – BVD Interchange, Osceola Parkway – Victory Way Interchange and Western Way Extension projects. The savings were created from reducing the scope of work between concept design and final design, from competitive construction bids and from sales tax. Construction will start next year with potentially finishing around 2021 spring/summer timeframe. President Hames asked if there were any public comments on this request and there were none. Upon motion by Mr. Greer and duly seconded, the Board unanimously approved the request. **(EXHIBIT H)**

**Item 7U – World Drive Extension Phase II Project – Professional Services Agreement**

Ms. Kolbo requested Board approval to award a Professional Services Agreement to **DRMP, Inc.**, in the total amount of **\$1,875,044.00**, comprised of **\$1,579,725.00** in Final Design fees, **\$9,000.00** in Reimbursable Expenses and **\$286,319.00** in Post Design Services. The Final Design shall include roadway, bridge and drainage design as well as survey & geotechnical services to support final design; Post Design services during the construction phase shall include weekly attendance at construction meetings, responses to contractor's Requests for Information and review and approval of Shop Drawings. Staff also requests Board authorization for the District Administrator or Deputy District Administrator to execute change orders up to an aggregate amount of **10%** of the total contract amount. Funding for this request is included in the approved project budget and is derived from the RCID 2016-2020 Transportation Projects Ad Valorem Bonds. Ms. Kolbo advised that DRMP was the lowest bidder of three bids received. The three bids were all within \$40,000.00 of each other, so the scope was very well defined. President Hames asked if there were any public comments on this request and there were none. Upon motion by Ms. Adams and duly seconded, the Board unanimously approved the request.



**8. OTHER BUSINESS**

**Item 8A – Update on RCID Construction Management Labor Allocation**

Mr. Jones advised that at last month's BOS meeting, there was a request for additional monies to fund the Construction Management staff. Mr. Jones then presented a slide to show how the monies are being allocated. Mr. Jones advised that at the December 2017 BOS meeting, the BOS approved \$405,000.00 for construction management labor on Capital Improvement projects. Mr. Jones advised that at last month's BOS meeting, \$380,000.00 of the \$405,000.00 was allocated. The amount for FY19 is still to be determined with the World Drive Extension – Phase II projects. **(EXHIBIT I)**

**Item 8B – 2019 RCID BOS Calendar**

Mr. Classe requested BOS approval of the 2019 BOS calendar. Mr. Classe advised that the regular BOS meetings are normally held the 4<sup>th</sup> Wednesday of each month, with exception of budget meetings in September and meetings in November and December due to holidays. President Hames asked if there were any public comments on this request and there were none. Upon motion by Mr. Schoolfield and duly seconded, the Board unanimously approved the request.

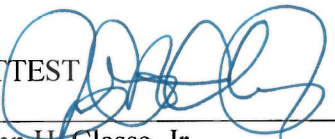
President Hames asked if there was any further business to discuss.


Mr. Classe advised that the next BOS Meeting will take place on January 23<sup>rd</sup>, not January 24<sup>th</sup>, at 9:30 a.m.

Mr. Classe then presented the Final Thought from Anonymous, "I'm dreaming of a white Christmas. But, if the white runs out, I'll drink the red."

There being no further business to come before the Board, the meeting was adjourned.

ATTEST

  
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John H. Classe, Jr.  
Secretary, Board of Supervisors

  
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Laurence C. Hames  
President, Board of Supervisors